BRAILLE AUTHORITY OF NORTH AMERICA
FALL MEETING
Wednesday, November 14, 2007 1:00 PM-5:00 PM
Thursday, November 15, 2007 9:00 AM-5:00 PM
Friday, November 16, 2007 9:00 AM-5:00 PM
hosted by Associated Services for the Blind, Philadelphia, Pennsylvania

MINUTES

1 Call to Order .....Judy Dixon
Judy called the meeting to order at 1:10 P.M.

2 Welcome: Donna Passey, CAER representative and Mary Nelle McLennan, APH Representative

3 Seating of BANA Members (ACB, AFB, CCBVI, NBA and NFB) and New Representatives .....Judy Dixon

The following representatives were reappointed to serve on BANA through 2010 by their respective agencies:

Kim Charlson, ACB
Frances Mary D'Andrea, AFB
Pam Boss, CCBVI
Mary Archer, NBA
Jennifer Dunnam, NFB

4 Self-Introductions: Representatives and Observers

BANA Representatives:
Judith (Judy) Dixon, National Library Service for the Blind and Physically Handicapped, Library of Congress (NLS), Chair
Jennifer Dunnam, National Federation of the Blind (NFB), Secretary
Kim Charlson, American Council of the Blind (ACB), Immediate Past Chair
Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)
Pam Boss, Clovernook Center for the Blind and Visually Impaired (CCBVI)
Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB)
Susan (Sue) Reilly, California Transcribers and Educators of the Visually Handicapped (CTEVH)
Mary Nelle McLennan, American Printing House for the Blind (APH)
Bonnie Grimm, Braille Institute of America (BIA)
Mary (May) Davis, Associated Services for the Blind (ASB)

Darleen Bogart , CNIB (Canadian National Institute for the Blind),
Mary Archer, National Braille Association (NBA)

Donna Passey, Canadian Association of Educational Resource Centres for Alternate Format Materials (CAER).
Eileen Curran, National Braille Press (NBP)

BANA Representatives Not In Attendance:
Maria Stevens, Royal New Zealand Foundation of the Blind, Associate Member

Observer: Pat Johnson; Romeo Edmead from Matilda Ziegler Magazine for the Blind.

5 Meeting Arrangements.....May Davis

Pat Johnson welcomed BANA to Philadelphia and to Associated Services for the Blind.

May Davis welcomed the board once again and provided information on logistics.

6 Board's Liability Statement.....Jennifer Dunnam

Jennifer Dunnam read the following statement:

BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attourneys fees, and the claimed amount arising from the performance of their duties as Officers and Directors except for their own acts of dishonesty and gross negligence. (Adopted March 30, 1987)

7 Agenda Approval.....Judy Dixon

MSC Pam Boss moved to approve the agenda for the Fall 2007 meeting with the addition of the Louis Braille bicentennial to be discussed at the time of the Outreach Committee Report. Passed unanimously.

8 Membership Committee.....Mary Archer

Mary Archer handed out print and braille copies of the application by the Matilda Ziegler Magazine for the Blind for associate membership in BANA. The Membership Committee recommends acceptance of the application.

MSC Mary Archer moved that the Matilda Ziegler Magazine for the Blind be accepted as an associate member of the Braille Authority of North America for a term beginning in 2008. Passed unanimously.

9 Braille Formats Technical Committee.....Lynnette Taylor
9.1 Report and Board Charges

Kim Charlson read the committee report, which is on file.

MSC Kim Charlson moved that Rule 13 of Braille Formats be revised to read:

13. **Print page numbers.**

Rationale: Print page numbers in words (alphabetic) must be shown. Therefore, it is necessary for a format, that is distinct and quickly located, can accommodate any length page number or page size, and is easily automated. Braille readers are already familiar with the current page change indicator of unspaced dots 36 leading to the right-adjusted page number, as outlined in Rule 13a(3)(b). Readers can readily learn to scan and recognize the *alphabetic page change indicator*.

[page 19] Change 13f. to 13g. Insert the following as the new 13f.

f. (10-07) **Alphabetic page numbers.** Print page numbers may be shown as digits and words (alphabetic), especially in foreign language, grammar, and lower grade math books. As this may be used as an additional teaching technique, both sets of page numbers are to be included in braille. The alphabetic page change indicator appears on the line after the page change indicator. Beginning at the margin, insert six cells of dots 36, followed immediately by the alphabetic number in 7-7. Explain this format on the Transcriber's Note page.

Print page changes are shown in both digits and words. The page numbers in digits are brailled as usual. The alphabetic page numbers are found on the next line, preceded by six cells of dots 36. The page number in words looks like this for page 92.

(1) When using a running head, place the alphabetic print page indicator (six unspaced dots 36) at the left margin on line two, immediately followed by the alphabetic page number in 7-7. Do not leave a blank line after the alphabetic page number unless required by other formats.

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MSC Kim Charlson moved that we rescind the approved motion (from the April 2007 Minutes) granting permission for the Canada Braille Conference planners to use draft Rules 18 and 19 of the revised edition of Braille Formats at any braille conference until the Braille Formats Committee is itself pleased with the draft and deems it ready for release. E-mail vote to end Thursday, June 7 at 5:00 P.M. EDT. Voting yes: Mary Archer, Pam Boss, Kim Charlson, May Davis, Jennifer Dunnam, Gary Mudd, Sue Reilly, Diane Wormsley. Voting no: Eileen Curran, Bonnie Grimm. Abstaining: Darleen Bogart

Discussion of the request in their report for 6-8 readers; this request is as an extra step to be done before distributing it out to the technical committees. Sue wonders about the feedback that they get, what is the plan.

MSC Kim Charlson moved to authorize the Braille Formats Committee to select a group of reviewers to make a preliminary evaluation of the formats document to be handled as requested by the committee in their report. Passed unanimously.

Judy Dixon discussed the BANA update which was intended to be released in July; major substantive issues were raised by some BANA member organizations. An effort was undertaken to make changes to minimize discrepancies; this resulted in a significant delay. The update is now on the BANA website. There will still be a January 1 implementation date.

The annual update proposed in 2005 will most likely not happen annually. It has been proposed that the Literary and Formats Committees update their books by 2010. Warren is commended for his exceptional work on this update and for his work for BANA in general.

MSC Kim Charlson moved the reappointment of Susan Christensen, Debbie Gillespie and Sandy Smith to the Braille Formats Technical Committee for terms to expire in 2010. Passed unanimously.

MSC Kim Charlson moved to reappoint Dena Garrett and Dorothy Worthington as consultants to the Braille Formats Technical Committee for terms to expire 2009. Passed Unanimously.

Sue Reilly read the e-mails from Lynnette Taylor concerning standardized test guidelines, which are on file.

MSC Pam Boss moved to create an ad hoc committee on standardized tests. Passed unanimously.

Members were urged to relay ideas for appointments to the committee to Judy.

MSC Kim Charlson moved to charge the Ad Hoc Committee on Standardized Testing to create a set of guidelines for the production of standardized tests in braille. Passed unanimously.

This means that the standardized testing guidelines will be separate from the formats guidelines. The committee should consider the guidelines from APH, Canada, and others. Carol Allman

should be on the committee, along with Thora Dumont, Dena Garrett. Bonnie Grimm was named as the liaison.

Charge 98 is moved to the Hobbies and Crafts Technical Committee, except for menus.

Warren is kindly reminded of the charge to remove the "done" charges from the committee reports, except those which were done in the six months prior to the committee report.

GC Charge 98 is amended to deal only with menus.

A position paper outlining issues related to the administration of braille versions of standardized tests to blind students will be developed.

10 Computer Technical Committee.....Lissa Hirshson

10.1 Report and Board Charges

Eileen Curran read the committee report, which is on file.

A conference call will be scheduled between CBC and the Formats Committee with their liaisons to sort out issues.

No action will be taken on the new assignment request (dealing with beginning and ending indicators) before old charges are cleared up.

10.3 Appointments

MSC Eileen Curran moved to re-appoint John Jackson and Joe Sullivan to the Computer Technical Committee for terms ending in 2009. Passed unanimously.

MSC Donna Passey moved to appoint Bruce Toews as a consultant to the Computer Braille Committee. Passed unanimously.

11 Ad Hoc Committee on Early Literacy Materials Production.....Betsy Burnham

MSC Diane Wormsley moved to add Bonnie Read to the Early Literacy Materials Production Committee. (This is an ad hoc committee so there is not a term limit.) E-mail vote to end Thursday, July 25 at 12:00 EDT. Voting yes: Mary Archer, Darleen Bogart, Pam Boss, Kim Charlson, Eileen Curran, FM D'Andrea, May Davis, Jennifer Dunnam, Bonnie Grimm, Gary Mudd, Sue Reilly, Diane Wormsley. Not Voting: Donna Passey

11.1 Report and Board Charges

Diane Wormsley read the report, which is on file.

Promising practices will be a BANA publication when complete; we are working with APH to complete it. Something is amiss with the committee listserv.

Diane Wormsley and Jane Thompson will communicate to clear up the memorandum of understanding about the authorship of the promising practices document.

12 Ad Hoc Foreign Language Committee.....Ann Kelt

12.1 Report and Board Charges

Eileen Curran read the report, which is on file.

13 Literary Technical Committee.....Martha Pamperin

MSC Darleen Bogart moved that the BANA Board accept the resignation of John Wilkinson as a member of the BANA Literary Technical Committee with thanks for his long and conscientious service, and that a certificate of appreciation be sent to him. E-mail vote to end Monday, July 16 at 5:00 P.M. EDT. Voting yes: Mary Archer, Darleen Bogart, Pam Boss, Kim Charlson, Eileen Curran, FM D'Andrea, May Davis, Jennifer Dunnam, Bonnie Grimm, Sue Reilly, Diane Wormsley. Not Voting: Donna Passey, Gary Mudd

MSC Darleen Bogart moved to appoint Tom Keith to the Literary Braille Technical Committee to fill the seat vacated by John Wilkinson. E-mail vote to end July 31 at 5:00 P.M. EDT. Voting yes: Mary Archer, Darleen Bogart, Pam Boss, Kim Charlson, Eileen Curran, FM D'Andrea, May Davis, Jennifer Dunnam, Gary Mudd, Sue Reilly, Diane Wormsley. Not Voting: Bonnie Grimm, Donna Passey

MSC Kim Charlson moved to appoint Linda Jacobson as Consultant to the Literary Committee. E-mail vote to end Tuesday, August 28 at 5:00 P.M. EDT. Voting yes: Mary Archer, Darleen Bogart, Pam Boss, Kim Charlson, Eileen Curran, May Davis, Jennifer Dunnam, Bonnie Grimm, Gary Mudd, Sue Reilly. Not Voting: FM D'Andrea, Donna Passey, Diane Wormsley

13.1 Report and Board Charges

Darleen Bogart read the report, which is on file.

MSC Darleen Bogart moved to reappoint Martha Pamperin as chair of the Literary Technical Committee for a four-year term ending in 2011. Passed unanimously.

MSC Darleen Bogart moved that Tom Keith be appointed as a member of the BANA Literary Technical Committee for a term to end in 2009. Passed unanimously.

MSC Darleen Bogart moved that Linda Jacobson be appointed to continue as a consultant to the BANA Literary Technical Committee for a term to end in 2008. Pass unanimously.

MSC Darleen Bogart moved that Robert Stepp be appointed as consultant to the BANA Literary Technical Committee for a term to end in 2008. Passed unanimously.

The Ad Hoc Committee on Braille Research is working on ways to help technical committees find objective answers for questions like the ones posed in this committee report.

Darleen Bogart commended Martha Pamperin for her excellent and amazing work. Many people worked extremely hard this year on the committee. The committee worked particularly hard to get the Update ready to go.

14 Mathematics Technical Committee .....Dorothy Worthington

14.1 Report and Board Charges

Mary Archer read the report which is on file.

MSC Mary Archer moved that the BANA Board adopt the stem and leaf rule. E-mail vote to end Friday, June 29, 2007 at 5 P.M. EDT. Voting yes: Mary Archer, Pam Boss, Kim Charlson, Eileen Curran, FM D'Andrea, May Davis, Jennifer Dunnam, Bonnie Grimm, Gary Mudd, Sue Reilly, Diane Wormsley. Not Voting: Darleen Bogart, Donna Passey

MSC Mary Archer moved to charge the committee with discussing the rules governing the formatting of directions to itemized exercises. Passed unanimously.

14.3 Appointments

MSC Mary Archer moved that Helen McMillan and Jean Simpson be reappointed to the Mathematics Technical Committee for terms to end in 2009 and to appoint Joanne Baldwin and Mary Denault as consultants. Passed unanimously.

15 Music Technical Committee..... Lawrence Smith

Jennifer Dunnam read the report, which is on file.

15.1 Report and Board Charges

MSC Jennifer Dunnam move to reappoint Karin Auckenthaler and Tom Ridgeway to the Music Braille Technical Committee for terms to end 2009. passed unanimously.

MSC Jennifer Dunnam moved to reappoint Karen Gearreald as consultant to the Music Braille Technical Committee. Passed unanimously.

BANA would like to see the reports from the upcoming meeting of the ICEB Music Braille Committee by the time of our Spring 2008 meeting.

NLS has received the music collection of the National Braille Association; it contains a substantial quantity of music and will be placed on WebBraille. Perkins has also given NLS their substantial collection of braille music dating back to the 1800's, and it will also be digitized for WebBraille.

It was suggested to make sure that Bill McCann is connected with the Music Braille Committee.

Mary Nelle McLennan is asked to work with Tuck Tinsley to ask the World Blind Union to share the results of their survey on braille music with BANA. BANA will then encourage Larry Smith to share it with Peter Osborne and committee in Australia.

16 Refreshable Braille Technical Committee ..... Caryn Navy

16.1 Report and Board Charges

Judy Dixon read the report, which is on file.

The board discussed creating a board policy that technology needs to be considered in the development of all braille codes.

MSC FM moved to reappoint Eric Guillory and Graham Stoodley as members of the Refreshable Braille Technical Committee for two-year terms ending in 2009. Passed unanimously.

The meeting recessed at 4:45 P.M.

The meeting reconvened at 9:00 A.M. on November 15, 2007.

Observers: Cindy Fastman, John Luttenberger, Missy Garber, and Kinshasa Coghill.

17 Tactile Graphics Technical Committee ..... Lucia Hasty

17.1 Report and Board Charges

Mary Nelle McLennan read the report, which is on file.

Mary Nell McLennan was named as the liaison to the Tactile Graphics Committee.

It appears that there will be fifty copies of the tactile graphics guidelines needed for the review production, including copies for the CBA board.

MSC Mary Nelle McLennan moved to re-appoint John McConnell, Allison O'Day, and Diane Spence to the Tactile Graphics Technical Committee for terms to end in 2009. Passed unanimously.

MSC Mary Nelle McLennan moved to reappoint Susan Osterhaus to the Tactile Graphics Technical Committee as a consultant for a 1-year term to end 2008. Passed unanimously.

MSC Mary Nelle McLennan moved to appoint a second consultant, Dr. Sarah Morley-Wilkins, for a 1 year term to end in 2008. Passed unanimously.
This is the first consultant to a BANA committee from a country not using BANA codes.

There is some confusion about dates of committee appointments which will be brought to Warren to sort out.

18 Crafts and Hobbies Technical Committee ..... Marcy Ponzio

18.1 Report and Board Charges
May Davis read the report, which is on file.
The survey created by the committee will be distributed at the open forum, as well as an announcement in braille book review.

GC Whenever technical committees are considering doing a survey, the Ad Hoc Committee on Braille Research should be involved in that process, to serve as a resource.

MSC Eileen Curran moved to reappoint Lorraine Banks to the Crafts and Hobbies Technical Committee for a term to end 2009. Passed unanimously.

Suggestions were made for revisions to the survey: 1) add a question on uncontracted braille for patterns, 2) fix language on question 5, and 3) add an "no opinion" option to the answer choices. It will be revised.

MSC Kim Charlson moved to appoint Camille Caffarelli as a member of the Crafts and Hobbies Technical Committee. Passed unanimously.

19 Nominating Committee Report ..... Darleen Bogart

Darleen Bogart read the report, which is on file.

20 Election of Officers ..... Darleen Bogart

MSC Kim Charlson moved that nominations be closed and that a unanimous ballot be cast for the slate proposed by the Nominations Committee. Passed unanimously.

The following were elected: Judy Dixon, Chair; Eileen Curran, Vice Chair; Jennifer Dunnam, Secretary; Mary Archer, Treasurer.

21 Bylaws Committee ..... Eileen Curran

Eileen Curran read the committee report, which is on file.

Discussion of the word "minor" in reference to revisions—it means in terms of size, not of importance. This word will be revisited.

Judy Dixon read Appendix A of the attachment, with proposed bylaw insertions and deletions. Numerous additional changes were recommended, and the Bylaws Committee met to re-work some sections. The amended draft will be circulated for an online vote.

Eileen Curran should be added to the BANA-bylaws listserv.

MSC Jennifer Dunnam moved that Sue Reilly be added to the Bylaws Committee. Passed unanimously.

MSC FM D'Andrea moved to charge the Bylaw Committee to look at streamlining the appointment process and defining the role of associate members of BANA. Passed unanimously.

Discussion occurred about creating a mechanism for organizations wishing to provide financial support.

The Bylaws Committee will next be working on the definition of committees. They should add Matilda Ziegler, not just CAER, in their last paragraph of the report. Warren should add Matilda Ziegler to the stationery as well.

22 Education and Outreach Committee ..... Frances Mary D'Andrea

FM D'Andrea read the report, which is on file.

It is the liaison's responsibility to share feedback from the open forums with the technical committees that proposed the topics.

MSC Eileen Curran moved to charge the Outreach and Education Committee with creating and distributing position papers on topics as assigned by the board. Passed unanimously.

MSC Pam Boss moved to approve the position statement on eight-dot braille as distributed via e-mail. E-mail vote to end Tuesday, September 4 at 4:00 P.M. EDT. Voting yes: Mary Archer, Darleen Bogart, Pam Boss, Kim Charlson, Eileen Curran, FM D'Andrea, May Davis, Bonnie Grimm, Gary Mudd, Sue Reilly. Voting yes after the deadline: Jennifer Dunnam, Diane Wormsley

Position papers have so far been completed on these topics: slate and stylus, 8-dot braille, braille unification, and capitalization of the word "braille". (Judy Dixon will contact Microsoft about the capitalization of the word "braille" in their dictionaries.

GC To approve the committee's recommendation of continuation of the Open Forum as currently conceived (as a public relations vehicle, to let our constituents know what BANA

is working on, and for them to meet us and vice versa), and that notes of each open forum are placed in the minutes of the board meeting.

Mary Nelle McLennan was appointed to the Outreach and Education Committee.

The Louis Braille Bicentennial was discussed. Many organizations are planning activities to commemorate the occasion.

GC The Outreach Committee will continue to pursue vigorously the BANA award, it will be timed to the bicentennial celebration and with an eye toward the spring 2009 meeting.

23 Publications Committee ..... Susan Christensen

23.1 Report and Board Charges

Judy Dixon read the report, which is on file.

Discussion occurred about the web site and about the charge concerning the knowledge base. It was clarified that the knowledge base was intended to be more of an FAQ. It should be clarified with committees that "rulings" in the report template refers to answers they provide on technical questions, and these answers should be submitted in their report if such questions are asked.

GC Technical committees are directed to forward to Warren questions and answers that they receive, so that they can be posted on the web site.

Jennifer Dunnam reported that the online Nemeth code project of NFB/NLS is moving along; the BRF is done, and work is ongoing to produce a printable electronic version.

GC Judy Dixon will request that gh braille remove the phrase "official online edition of Nemeth Code" from its website.

Trunk: Mary will check with NBA about what their trunk is like, as it may have some potential as something we might want. Mary Nelle may be able to get us shipping containers from APH.

Banner: Sue Reilly did some exploration about possible banners for the exhibit. It could cost from $250 to $500. She recommends the raised projector-style banner.

MSC Kim Charlson moved that Warren Figueiredo be appointed as chair of the Publications Committee, and that the following be appointed as members: Mary Nelle McLennan (to replace Bob Brasher) Susan Christensen and Donna Passey. Passed unanimously.

24 BANA Braille Research Committee ..... Diane Wormsley

24.1 Report and Board Charges

Diane Wormsley read the report, which is on file.

The Research Committee is asking for $1,000 in this coming year's budget. The carry-forward will not be needed because all the money has been invoiced already, plus $100.

GC Kim and Judy will draft a letter in response to the resolution from the American Council of the Blind concerning the Nemeth Braille Uniform System (NUBS), based on the statement from the Research Committee (in their committee report).

Ad hoc committee members do not need to be reappointed.

MSC Mary Archer moved that Donna Passey be added to the Research Committee. Passed unanimously.

25 Ad Hoc Committee on Uncontracted Braille Transcription Guidelines...Kim Charlson

25.1 ABC Study: Diane Wormsley

Diane Wormsley made a presentation concerning the preliminary results of the ABC study. The study was to examine the differences in achievement between students taught beginning reading using contracted braille and those taught using uncontracted braille. The preliminary results show that the real issues have to do with teaching children to read rather than with the braille code.

MSC Kim Charlson moved to reconstitute the ad hoc committee on uncontracted braille with Donna Passey as chair and the following members: Eileen Curran, Bonnie Grimm, Mary Archer, Jill Cooter, and May Davis.

MSC Kim Charlson moved to charge the ad hoc committee on uncontracted braille to review existing guidelines on the preparation of uncontracted braille (in situations where uncontracted braille is to be produced) and to prepare draft guidelines for review by the spring of 2008. Passed unanimously.

A position paper on this topic was discussed, but to develop a position paper is not the purview of this committee.

The meeting recessed at 5:00 P.M.

26 Ad Hoc Committee on Braille Signage and Labeling .....Kim Charlson

26.1 Report and Board Charges

No report.

The committee will develop a statement of direction; the existing brochure on signage will be the starting point. Warren will create a report template for this committee.

Presentation from the regional library in Philadelphia: Vicki Collins explained about some of the unique activities and projects pursued by the library at ASB.

Open Forum Notes
November 14, 2007
Associated Services for the Blind

The open forum started at 6:30 with 22 attendees, primarily braille readers who belong to the Jenny Beck chapter of the Braille Revival League, American Council of the Blind. Five transcribers from ASB were also in attendance. Frances Mary D'Andrea, chair of BANA's Education and Outreach committee, welcomed everyone and thanked ASB for setting up this meeting. She then introduced BANA chair Judy Dixon, who welcomed everyone and gave a brief description of BANA and the purpose of BANA's Open Forum meetings. Forum guests and BANA members went around the table to introduce themselves.

Topic 1: Menu Formats. Kim Charlson led the discussion. She briefly explained the work of the formats committee.

As participants looked over the menu example in their handout, the question arose about the 2 "dropped g's" and why those symbols were there. Kim explained this was a way to note special information. Several people felt it was redundant to have this symbol twice, and it may not be necessary at all. One person commented that for people not familiar with braille the dropped g's are not only superfluous but the symbols may be difficult to understand. Another person commented that he liked having blank lines between sections. Kim explained the transcriber note symbol, and responded to questions about the necessity of having this symbol. One attendee said that people use how frequently menus change as an excuse to not put menus in braille so having the note there lets reader know how recent the menu is.

There seemed to be a consensus about using the blocked paragraphs for the food item descriptions. Others liked the centered headings, especially with blank lines. The group felt that the food items were easier to find with this format.

There was some discussion about putting the prices on the right with guide dots. The reaction was mixed. Some felt that it would be easier to have the prices right after the description. Others liked having the guide dots to the prices on the right.

The group then looked through the list of 10 guidelines. People very much liked the information that would be on the front page. One question raised is whether chain restaurants would actually put the local info on the front. The group especially liked having the hours listed. The general consensus was that this front page information would be very helpful. Putting the full date was also a suggestion that everyone liked.

Transcriber notes received a mixed reaction; a number of people were not familiar with the symbols and why they were used. The consensus was that this information was incidental but not necessary. A couple people mentioned that if date is on the title page, there is no need to put a note that prices are subject to change.

There was one vote for headings on the margin, but others liked having the items at the margin and descriptions indented. The general consensus was that it was better to have guide dots if the prices are on the right, but the Jenny Beck chapter puts prices right after the item.

The group wanted clarification on #8 about what goes in cell 5—is it what comes with the menu item, or is this rule used if the item itself has a long name?

The group consensus on guideline #9 is that the braille reference indicator is unnecessary.

Overwhelming consensus that a table of contents would be great.

Topic 2: Symbols of Enclosure. This topic was led by Darleen Bogart who gave some background as to the work that the literary committee is doing to put EBAE and the Formats document into compliance. She explained that at present, we have only one symbol for enclosure—the low g. We use it for opening and closing symbol, so we can't tell if it's the open and close parenthesis. There were a number of questions about the difference between parentheses and brackets, and how they are used in print. The need for and the difference between all these print enclosure symbols was unfamiliar to several attendees, so we spent some time describing how the new symbols could work.

Someone asked if these symbols would primarily be used in books for school. Darleen explained that if an author used these symbols in a novel, the transcriber would use them, but they would be listed on the special symbols page. Several people made comments reflecting concern about change of the familiar parentheses symbols. One attendee mentioned concern for school children having to learn these new symbols and whether they would be difficult. One of the transcribers who is going for certification now was concerned about when the changes would take place.

There was not a great deal of comment—people seemed to be considering the change and what it would mean. Attendees seemed to understand that it may be needed for textbooks, particularly if punctuation is alone in a sentence since there's no way to do this with current rules. But there wasn't overwhelming excitement about the proposed changes. One suggestion for the literary technical committee would be to consider making the proposed symbol for square bracket as the parentheses. This symbol is more familiar and would be easier for re-learning.

Topic 3: Out-of-Place Punctuation. This topic was also by Darleen Bogart, who explained that punctuation is often used for emphasis with space around it. A period by itself doesn't stand for anything else, but with a question mark you need a 5-6 in front. If these are directions for a workbook page, students could then read the symbols in context. Backtranslation of any proposed symbols/rules has to be considered as well—whatever is adopted would have to be able to translate back to print as well as forward to braille.

Darleen specifically asked the group their opinions about the dot locator. Did it help with alignment? Most people said it did. This symbol should help on the special symbols page so you wouldn't need the dot numbers.

One concern was whether a transcriber note was needed for out-of-place open quote; perhaps it would be better to create a new symbol, such as 4-5-6 open quote? Darleen responded that perhaps if this was a more common occurrence it would warrant its own symbol, but because it happens so seldom the TN seemed to be more judicious.

One attendee questioned whether these proposed changes are really making braille easier to learn, especially for children. There seems to be more to remember, which may make the code more difficult. Another attendee asked what will happen to the comments from this Open Forum, and we explained that notes were being taken and will be shared with the technical committees. Someone asked if the proposed changes are part of UBC? Darleen explained that

these proposed changes and symbols are part of the work of the literary technical committee to make braille more readable and less ambiguous. BANA is trying not to make elaborate rules with exceptions but rather have one configuration with precise meanings. We do take into consideration computer production but our first task is readability.

When asked specifically if they liked the shape of the enclosures, there was a mixed reaction. Several people stated that readers would know what the symbols were when seen in context, but not if they are standing alone. There seemed to be an understanding that the proposed changes might be needed in some contexts—especially in textbooks—but many attendees were unsure about how disruptive the changes would be in general reading.

Topic 4: Foreign words in English contexts. The last topic was led by Kim Charlson who asked participants to look at the example, and then read the proposed changed rule.

A number of attendees were unfamiliar with this rule, and asked why was the first word was uncontracted. Kim explained that the current rule is that italicized "foreign" words are uncontracted. In the example shown, the first instance of "conquistador" was uncontracted because it was in italics, but the second instance was not italicized and therefore was contracted. The proposed change is that these words would just always be contracted. This led to a discussion with several examples, such as what would be done with the name of the German title of a famous musical piece, or the names of Jewish holidays. Attendees were trying to recall whether they had seen these examples with contractions or without. There did not seem to be a general consensus as to whether this proposed change would be troublesome or not.

One person wondered if some of these proposed changes were in reference to transcribers, and weren't taking the needs of students into account. She said, "I see big problems for students who are already in 6th grade—do they have to relearn all this?" We discussed that braille code changes and additions create a transition for everyone. Braille books stay on the shelf for a long time, and books would therefore show both ways for a while.

Another person asked how people can keep up with changes, especially teachers. We reiterated that the examples shown tonight were all *proposed* changes. Any real changes will be on the BANA web site, and people can subscribe to the BANA-announce list. In addition, braille magazines will start using changes to the code.

At the end of the Forum, one attendee asked who should be contacted if upon further reflection there were additional comments, and the group was asked to e-mail or call Judy Dixon as chair of BANA. Lastly, we disseminated the crafts and hobbies survey regarding formats for knitting patterns. Several people took one or more surveys, and one instructor took several for a knitting class taught at ASB.

The meeting reconvened at 9:00 a.m. on Friday.

The Open Forum was discussed and pronounced very successful. It was suggested that more information about how BANA works be presented at the beginning of the forum. A suggestion was also made that the topics be introduced by stating the problem to be solved and then proposing the solution(s).

Darleen Bogart shared a song written by the Braille Tones at the Canadian braille conference.

27 Strategic Planning ..... Judy Dixon

Judy Dixon pointed out it will be difficult for us all to carve out much time to do strategic planning because of our very busy schedules. We do need to look at broader challenges, however. Mary Nelle McLennan suggested using a strategic planning tool that could be done in an afternoon, and taking a half-day at the next meeting with some compression in other places in the agenda. Rather than a strategic plan, it would leave us with a road map that is more clear—what is working, what are our shortcomings, what is missing. Diane will work with Mary Nelle to put this together. We need to do something more formal with fund-raising. Also there is a need to examine how to get everyone on the same page concerning braille and technology. Eileen Curran suggested looking at the minutes in the 1990's for history on strategic planning. Jennifer will send the print minutes to Diane and Mary Nelle.

28 Secretary's Report

28.1 Minutes--Spring 2007 ..... Jennifer Dunnam

MSC Eileen Curran moved to accept the minutes of the spring 2007 meeting with corrections. E-mail vote to end Tuesday, May 15 at 9 P.M. EDT. Voting yes: Mary Archer, Pam Boss, Kim Charlson, Eileen Curran, May Davis, Jennifer Dunnam, Bonnie Grimm, Gary Mudd, Sue Reilly, Diane Wormsley. Voting yes after the deadline: FM D'Andrea. Abstaining: Darleen Bogart

In the future, draft minutes will be posted on BANA-l for discussion and corrections to be submitted within a one-week period, and then the minutes will be re-posted with corrections. After that a motion will be made to approve the minutes as corrected.

MSC Eileen Curran moved that the Bylaws Committee be charged with reviewing the e-mail voting process as it relates to timelines. Passed unanimously.

28.2 Certificates of Appreciation ..... Jennifer Dunnam

Judy Dixon assigned this task to Kim and will work with her to take care of it.
Certificates needed: John Wilkinson, Anna Lee Braunstein, Gary Mudd, Betsy Burnham, Edie Mourre (Darleen will help with a letter), Gil Busch, Yvette Porciau.

28.3 Directory Update ..... Warren Figueiredo

Updates to the directory should be forwarded to Warren by December 1.

28.4 BANA Exhibit ..... Eileen Curran

This is connected to Eileen's name because of Outreach and Education. Sue will follow up on getting us approval to exhibit at the upcoming CTEVH conference. FM will coordinate the application for NBA. Kim Charlson will make some copies of the update for the trunk. Also

include position papers in the trunk. Publications Committee will take care of updating and printing the brochures. The price list needs to be updated.
Kim Charlson, as a member of the Outreach Committee, will maintain the trunk and keep it stocked. FM D'Andrea and Sue Reilly will work on creating a checklist of what is to be in the trunk.

28.5 BANA's Listservs .....Kim Charlson

Lissa Hirshson's e-mail is wrong on the Hobbies and Crafts Committee. All listserv corrections should be forwarded to Kim Charlson.

29 Treasurer's Report.....Mary Archer

Mary Archer read the financial report, which is on file.

BANA has a checking account with no charges as long as we maintain a $3,000 minimum. We also have a savings account from which we can transfer. We are in the second year of the stairstep on raising the dues, so they are still $875 for full members. Judy sends e-mails to Mary directing her to pay the various invoices.

MSC Mary Archer moved to approve the 2008 budget. Passed unanimously.

30 BANA Archives.....Judy Dixon

FM D'Andrea went to DC in August and helped go through all of the boxes.
4 boxes were retrieved from ACB, and also 8 boxes of chair materials.

Judy Dixon read the memorandum of agreement between APH and BANA which is on file. Changes were suggested: Under "E." before "researchers will not be allowed ..." add "Authorized BANA board members will be allowed access to the collection."

It used to be very important that there be braille copies of every piece in the archives along with the print, but this practice has not been kept up. There is still much financial information that has not been sorted yet;

MSC Jennifer Dunnam moved approval of the memorandum of agreement between BANA and APH with the addition of the above sentence. Passed unanimously.

MSC FM D'Andrea moved that a BANA Archives Committee be created, to be chaired by Fm D'Andrea and consist of the following members: Jennifer Dunnam, Sue Reilly, Darleen Bogart, Eileen Curran. Passed unanimously.

The past chairs are asked to print their correspondences for the archives.

Kim Charlson will be presented with a gift commissioned by the board in gratitude for her years of service as BANA chair. It is a box made of gilded textured amber glass, 8 inches long and 2-3 inches across, and the cover is a dome like a treasure chest. On the bottom it says "Thanks Kim."

31 Press Releases ..... Eileen Curran

Eileen Curran handed out a draft of a press release to announce the publication of the 2007 Update. Changes were discussed. There was also discussion about the need to publicize some of the specific changes included in the update, such as the two-cell slash and the addition of the new symbols. A document explaining some of the specific changes will be prepared with assistance from Diane, FM, Kim and Jennifer based on notes from discussions and a document prepared by Martha Pamperin.

MSC Diane Wormsley moved that the press release be adopted with corrections. Passed unanimously.

Darleen commended May and ASB for the wonderful meeting arrangements.

32 UEB Update: Darleen Bogart

Darleen Bogart provided an oral report. The changes from July 2004-2007 have been posted on the ICEB website—the short-form rule which finally was passed, the contractions, etc.

Status of UEB implementation: Australia is the farthest advanced with implementation. They adopted UEB in 2005, and in 2006 started in earnest with titles for adults being put into UEB. Each state is doing implementation at its own rate and all agencies at their own rate as well. In New South Wales they have started all of their students in UEB except the final-year students. Children were receiving new texts in UEB but if they had been previously using a text it stayed in the old codes; if there was a new math book being introduced, it was done in UEB, otherwise the old math book would be used for a couple of years and then UEB. Teacher training: They have used regular yearly conferences for UEB workshops; 4 workshops were given for all teachers, they trained ten facilitators to oversee day-to-day implementation. Budgets for teacher education were used for UEB training, and there were no increased budgets. Most of the production training occurred "on the job"; adults: teachers have been updated through workshops, and there are distance courses available for teachers of adults. To enquiries about budgets for books, the response has been that it wasn't an issue; no amount was provided—they convert new editions of books as needed.

No particular research is being done, as there are too many variables to get information that would be useful. They have national testing, and the students had the options of having it in old or new code. The teachers seem to have taken ownership of the code/implementation, and they were the driving force behind its adoption in Australia.

New Zealand: They have a very sophisticated planning program, with every type of stakeholder involved. They identified 56 students, and the teachers involved with those students are getting training. The other teachers will get training the following year. New Zealand will be using

Nemeth code until 2011. Australia and NZ will be working together on a braille proficiency exam.
South Africa is beginning in 2008 with k-3 and moving a year at a time. There are different issues in SA because of the many languages. They did an analysis of their ten official languages to make them compatible with the UEB, and they are calling their system the UBC. They are redoing their manuals, and a book on numeracy for young children is being done in UEB. Australia took the British Primer with permission from RNIB and revised it for UEB and using it. South Africa, Nigeria and New Zealand are borrowing it too.

Nigeria is just starting, because they now have the primer to start with training.
The UK had a questionnaire and information and wanted to do a user project but it cost too much money. They have had information sessions this past summer, and people can write in and ask for the questions. RNIB has a statement recommending an evolutionary rather than revolutionary approach to UEB.

In Canada they are doing the research project, after which the CBA board will be making a decision—the research is one piece of what will be used for consideration.
They have had an implementation planning committee. The decision may be made 2 years from now.

33 International Braille Organizations

33.1 ICEB Meeting April 6-10, 2008

MSC Pam Boss moved the appointment of Judy Dixon, Kim Charlson, and Eileen Curran as delegates to the International Council on English Braille general assembly in spring 2008, and that a fourth delegate be approved by online vote. Voting yes: Mary Archer, Pam Boss, Kim Charlson, Eileen Curran, FM D'Andrea, May Davis, Jennifer Dunnam, Bonnie Grimm, Mary Nelle McLennan, Donna Passey, Sue Reilly, Diane Wormsley. Abstaining: Darleen Bogart.

33.2 India: Judy Dixon

Judy Dixon noted the e-mail from India requesting a copy of the BANA bylaws for purposes of assisting with creating a braille authority for India.

33.2 IPA AND UEB Linguistics Update: Darleen Bogart
The IPA alphabet has been approved by ICEB.

33.3 World Braille Council: Darleen Bogart

No report.

33.4 WBU North America/Region: Kim Charlson

No report. Mary Nelle will see what can be learned.

33.5 French Braille unification update: Darleen Bogart

Darleen Bogart reported that France and Belgium have adopted their new code; Canada has not yet, but they are working on getting stakeholder input. The French effort seems to be moving in a direction of being less inclined to follow print and more interested in saving space--the reverse of the English code trends.

35 Spring 2008 meeting..... Diane Wormsley

Spring meeting May 13-15 2008 in Raleigh-Durham, hosted by AER. Members should arrive on the night of May 12th, and the half-day will be on May 15th, ending at noon. The open forum will most likely be an afternoon forum, likely a 4:30 or 5:00 time. We will be driven from a hotel to the school; some meetings will be at NCU Central campus, some at the Governor Moorhead School for the Blind.

36 New Business

36.1 Bookshare.org: Judy Dixon

Judy Dixon discussed Bookshare's receipt of a $32 million grant from the Department of Education. Books will be provided free to Bookshare subscribers in various formats. There is concern for the potential erosion of the current infrastructure of delivering books in five years' time. Judy wrote a letter to Jim Fruchterman on behalf of BANA expressing BANA's interest in helping them improve the quality of their braille. The braille formats of Bookshare books contain many formatting and other types of errors. The primary concern is for children, in that the stakes are higher if they receive books containing many errors. Fruchterman responded that Bookshare has hired a consultant to assist them.

MSC Diane Wormsley moved that Judy contact Jim Fruchterman to request a copy of the grant proposal, to invite him to attend the BANA meeting in May in North Carolina, and to let him know of our concerns with the quality of the braille production of Bookshare books. Passed unanimously.

37 Around the Table ..... All BANA REPRESENTATIVES

The representatives reported on the news from their respective organizations.

38 Future BANA MEETINGS:

Fall 2008--NBP
The BANA meeting is tentatively scheduled for November 7-9, with the half-day on Sunday November 9.
Spring 2009--CTEVH

The meeting will be set in conjunction with the CTEVH conference, to be held at the San Francisco Airport Marriott. BANA will meet March 15-17, ending at noon on Tuesday the 17th. The open forum may be scheduled on the 14th of March.

Fall 2009--AFB
Spring 2010--ACB
Fall 2010--CNIB
Spring 2011--CCBVI
Fall 2011--NBA
Spring 2012--NFB
Fall 2012--BIA
Spring 2013--NLS
Fall 2013--APH
Spring 2014--CAER
Fall 2014--ASB

39 Adjournment ..... Judy Dixon

The meeting adjourned at 4:45 P.M.

Submitted by:

Jennifer Dunnam
Secretary